

EDITED KSA LISTING

CLASS: HEALTH RECORD TECHNICIAN II (SPECIALIST)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Knowledge of:
K1	Comprehensive knowledge of human anatomy, physiology, and medical terminology in order to convert medical data from census, audits, treatments etc. for statistical reporting.
K2	Comprehensive knowledge of health records systems and methodology (e.g., chart assembly, analysis, terminal digit filing, statistical reporting, etc.) used by health facilities in order to convert medical data from medical records, census reports, audits, treatments etc. for statistical reporting.
K3	Comprehensive knowledge of classification of morbidity and mortality systems (ICD-9-CM, CPT, DSM IV, etc.) for statistical purposes.
K4	Comprehensive knowledge of diagnostic techniques and modes of therapy in order to interpret detailed medical records for chart completeness and accurate statistical reporting.
K5	Basic knowledge of English grammar, including the meaning and spelling of words, rules of composition, and grammar in order to prepare various written documents (e.g., memoranda, legal correspondence, reports, etc.)
K6	Basic knowledge of laws concerning health record confidentiality in order to protect, control and maintain the integrity of the medical record.
K7	Detailed knowledge of laws concerning release of information (e.g., inmate/patient, third party, Attorney General, subpoenas, court orders, etc.) to protect inmate/patient confidentiality.
K8	Basic knowledge of administrative/clerical procedures and systems (e.g., basic office equipment, computer software programs, word processing, file management, etc.) in order to effectively function in a Medical Records Department.
K9	Basic knowledge of Department of Corrections policies and procedures in order to properly communicate with inmate/patients, avoid over familiarity and to maintain the safety and security of the institution.
K10	Basic knowledge of arithmetic and statistics in order to ensure accurate medical record data.
K11	Knowledge of the equal employment opportunity program and the processes available to meet equal employment opportunity program objectives and provide a non-hostile work environment.

	Skill to:
S1	Skill to compile information or data (e.g., categorize, calculate, audit, etc.) in order to maintain accurate and complete medical records.
S2	Skill to prepare narrative and statistical reports of inmate/patient care data in order to meet the needs of administrative staff.
S3	Comprehensive skill to interpret and apply standard classification systems in order to maintain accurate statistical data.

Bold text-indicates not on Classification Spec.

EDITED KSA LISTING

CLASS: HEALTH RECORD TECHNICIAN II (SPECIALIST)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
S4	Skill to communicate effectively in order to exchange and/or provide information, build and/or maintain cooperative relationships.
S5	Skills to operate a computer in order to access, enter, update and retrieve information.
S6	Skill to understand and conform to specific advanced principles and rules of health data coding in order provide accurate and complete statistical information.
S7	Skill to analyze situations accurately and take effective action in order to maintain operations.